



Staff Report

Request for Decision

TO: SCRD Board

AUTHOR: Allen van Velzen, Manager Facility Services

SUBJECT: **Request for Proposal 2561301 Roof Replacement Construction Services – Contract Award**

OVERVIEW

Purpose of Report:

The purpose of this report is to provide the Board with options regarding the contract award to replace the roof membranes at the Gibsons and Area Community Center (GACC) and Sechelt Aquatic Center (SAC). This report requests Board decision to accept, reject or provide alternate direction with respect to staff's recommendations as presented below.

Recommendation(s):

- (1) THAT a contract to replace the roof membranes at the Gibsons and Area Community Center and Sechelt Aquatic Center be awarded to Metro Roofing & Sheet Metal Ltd. in the amount of up to \$2,156,000 (excluding GST) in response to RFP 2561301 Roof Replacement Construction Services;**
 - (2) AND THAT the contract award includes a 15-year Roofing Contractors Association of BC Roofstar Guarantee;**
 - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

The roof membranes at the GACC and the SAC were installed during original construction in 2007 and are reaching the end of their service life; replacement is recommended.

During routine inspections staff saw bubbling and degrading of the roof membranes, and later inspections show the roof membrane condition is continuing to deteriorate. Staff engaged the services of a roofing engineer to conduct a condition assessment. The assessment confirmed the roofs are nearing end of life, and replacement is recommended.

Staff issued a request for proposal for construction services to replace the roof membranes with optional 10 and 15-year Roofing Contractors Association of BC (RCABC) guarantees.

DISCUSSION AND ANALYSIS OF OPTIONS

Request for Proposal (RFP) Process and Results

In accordance with the Sunshine Coast Regional District’s (SCRD’s) Procurement Policy, RFP 2561301 Roof Replacement Construction Services was published on January 17, 2025, and closed on February 18, 2025.

Purchasing received four compliant proposals. Led by the Purchasing Division, the evaluation team consisted of four team members. The evaluation committee reviewed and scored the proposal against the criteria set out in Section 7 of the RFP document. Staff recommend that a contract be awarded to Metro Roofing and Sheet Metal Ltd. with a 15-year RCABC Guarantee, as they met the specifications as outlined and are the highest scoring proponent for the above-mentioned contract.

It is recommended that the awarded contract be in the amount not to exceed \$2,156,000 (excluding GST), which includes a 10% contingency.

The Board has the option of approving a shorter RCABC guarantee period. The RCABC guarantee includes:

- Member contractor pre-screening ensuring installation contractors are experienced and well trained.
- Roof installation monitoring by a qualified independent observer to ensure the installation meets strict standards using the best materials.
- Roofing performance reviews and reports by a qualified independent observer at regular intervals.
- Third-party guarantee covering workmanship and materials.
- During the term of the guarantee the RCABC will assume full responsibility for the guarantee if the installation contractor is no longer active in business.

OPTION 1 – Contract Award with 15-year RCABC Guarantee (Recommended)

Award a contract to Metro Roofing and Sheet Metal Ltd for roof membrane replacement at GACC and SAC including a 15-year RCABC Roofstar Guarantee, with performance reviews and reports at years two, five and eight and twelve.

Financial Consideration of Option 1

Base Contract	15-year RCABC Guarantee	Project Contingency	Total
\$1,794,960	\$165,090	\$195,950	\$2,156,000

Staff recommend this option. Should the Board choose to go with Option 1, a recommendation could be considered, as follows:

- (1) THAT a contract to replace the roof membranes at the Gibsons and Area Community Center and Sechelt Aquatic Center be awarded to Metro Roofing & Sheet Metal Ltd. in the amount of up to \$2,156,000 (excluding GST) in response to RFP 2561301 Roof Replacement Construction Services;

- (2) AND THAT the contract award includes a 15-year Roofing Contractors Association of BC Roofstar Guarantee;
- (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.

OPTION 2 – Contract Award with 10-year RCABC Guarantee

Award a contract to Metro Roofing and Sheet Metal Ltd for roof membrane replacement at GACC and SAC including 10-year RCABC Roofstar Guarantee. The guarantee is the same as above except for the duration of the term, performance reviews and reports, at years two, five and eight and is a less expensive option.

Financial Consideration of Option 2

Base Contract	10-year RCABC Guarantee	Project Contingency	Total
\$1,794,960	\$143,554	\$193,851	\$2,132,365

Staff do not recommend this option. Should the Board choose to go with Option 2, a recommendation could be considered, as follows:

- (1) THAT a contract to replace the roof membranes at the Gibsons and Area Community Center and Sechelt Aquatic Center be awarded to Metro Roofing & Sheet Metal Ltd. in the amount of up to \$2,132,365 (excluding GST) in response to RFP 2561301 Roof Replacement Construction Services;
- (2) AND THAT the contract award includes a 10-year Roofing Contractors Association of BC Roofstar Guarantee;
- (3) AND FURTHER THAT the delegate authorities be authorized to sign the contract.

FINANCIAL IMPLICATIONS

There are no additional financial implications for this contract award. The project budget is sufficient to fund the project and is included in the 2025 – 2029 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

N/A

TIMELINE

Project completion is expected in Q3 2025.

SUMMARY AND CONCLUSION

In accordance with the SCRD’s Procurement Policy, RFP 2561301 was issued for Roof Replacement Construction Services, and four compliant proposals were received.

Based on the best overall score and value offered, staff recommend that the SCRD enter into a contract with Metro Roofing and Sheet Metal Ltd. with a value of up to \$2,156,000 (excluding GST), which includes a 15-year RCABC guarantee and a 10% contingency, and that the delegated authorities be authorized to execute the contract.

Reviewed by:			
Manager		Finance	X- A. Taylor
GM	X - S. Gagnon	Legislative	
CAO	X- T. Perreault	Other	X- V. Cropp